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National Missionary Campaign

1915-1916

Convention Manual

Laymen's Missionary Movement
1 Madison Avenue
New York

Laymen's Missionary Movement
United States and Canada
1 Madison Avenue
New York

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W. E. Doughty, Educational Secretary
Frank W. Harold, Special Secretary
H. K. Caskey, Secretary in Canada
F. J. Michel, Field Secretary
19 South La Salle Street. Chicago, Ill.
D. Clay Lilly, Field Secretary
1026 Seventeenth Ave., South, Nashville, Tenn.
E. L. McCreery, Field Secretary
Room 1211, First Nat'l Bank Bldg., Pittsburgh, Pa.
C. C. Merrill, Field Secretary
14 Beacon Street, Boston, Mass.
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321 E. Ann Street, Ann Arbor, Mich.
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Waterloo, Iowa

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FOREWORD

The Laymen's Missionary Movement with the hearty co-operation of the Mission Boards is organizing a National Missionary Campaign for the season of 1915-16. Conventions will be held in nearly all the leading cities of the United States, beginning in October, 1915, and closing with a National Missionary Congress in Washington, D. C., April 26-30, 1916.

On the following pages will be found some suggestions for local committees as to the best methods of organizing these conventions. These suggestions are based upon the years of experience of the Laymen's Movement in this work and should be studied and followed carefully.

PREPARATION FOR CONVENTIONS

Organization of Convention Committee

The Convention Committee should be composed of from fifty to one hundred men and should always include the chairman or other representative of the missionary committee of each communion in the convention area.

The Committee should be made up of as many as possible of the outstanding leaders of the city.

The Convention Committee, which should be composed of both clergymen and laymen, has two main functions:

1. To prepare for the convention.

2. To conserve and extend the influence of the convention. The organization needed for this work is a Conservation and Extension Committee.

The Executive Committee mentioned on the next page, together with the chairman or other representative of the District Missionary Committee of each

communion and selected men who have become interested during the convention should constitute the Conservation and Extension Committee. The committee should secure a supply of the pamphlet entitled, "Conservation and Extension," as early as possible in the campaign, study it with care and plan their conservation program in the convention area.

The Convention Committee should select the following:

Chairman, Vice-Chairman, Secretary and Treasurer of the Convention Committee, and the chairmen of the following sub-committees:

1. Finance.
2. Publicity.
3. Statistics and Survey.
4. Deputation, Registration and Literature.
5. Arrangements.
6. Prayer.

The other members of the sub-committees should be appointed by the Executive Committee as early as possible, and should be promptly notified of their appointment.

DUTIES OF COMMITTEES.

I. The Executive Committee

The officers and the chairmen of the sub-committees should be the Executive Committee. Others may be added if deemed desirable.

The Committee will have the immediate oversight of the plans for the convention and should make sure that the different sub-committees do the work assigned them.

II. The Committee on Finance

1. To draw up a budget and submit it to the Executive Committee for approval. The budget should be adequate to cover all needed expenses of the organization of the convention and the work of conservation.

2. To secure subscriptions for a Guarantee Fund. In most cities the larger part of the expenses will be covered by the registration fees of the delegates to the convention, but to provide against contingencies subscriptions for a Guarantee Fund of about one-half of the amount of the budget should be secured to be drawn upon only in case of necessity.

It is a fatal mistake to assess the various churches or communions to secure this fund. The best way to raise

it is in substantial amounts from a few individuals, irrespective of their denominations.

3. To receive and pay out all funds.

4. All bills to receive the O. K. of the Chairman of the Finance Committee before payment by the Treasurer.

III. The Committee on Publicity

1. To prepare information about the campaign for all the papers within the convention territory. Helpful material may be secured by applying to the Laymen's Missionary Movement, 1 Madison Avenue, New York.

News items for the church press should be prepared and forwarded by men of each communion as far as possible.

2. To secure and use in the local newspapers, photographs, biographical sketches and outlines of addresses of all convention speakers, and as much other missionary news as possible. Arrange for a series of signed articles by local men, on different aspects of the campaign, and of the missionary problem. The papers will use large quantities of newsy material if it is provided for them.

3. To prepare programs, folders, posters and any other printed matter needed.

IV. The Committee on Statistics and Survey

1. To be composed of one representative from each of the leading communions in the convention territory.

2. To secure and print, prior to the opening of the convention, comparative statistics for the convention city, as indicated on the next page. These should be for the years 1904 and 1914 and should be taken from the published reports of each denomination, giving the statistics for these years. A sufficient quantity of these statistics should be printed so that everyone who attends the convention may have a copy of the same. Sample statistical blanks may be obtained from the Executive Secretary of the convention or the Laymen's Missionary Movement.

Other cities and towns in the convention territory should be urged to prepare local statistics for their own use.

3. To make a careful survey of the immigration situation in the convention city; the number and nationality of foreign-speaking people in the city, together with the number and character of the agencies at work among them, and the approximate number not reached by these agencies. In cities where this problem is not a serious one, a survey of other local conditions should be substituted.

NATIONAL CAMPAIGN LAYMEN'S MISSIONARY MOVEMENT—(*Place and date of Convention*)

COMMUNION		Number of Congregations Reporting	Number of Communicant Church Members	Number of Subscribers to Local Church Expenses	Number of Subscribers to Missions and Benevolences	Contributions to Congregational Expenses including Bldg. Funds	Contributions to Missions and Benevolences in America	Contributions to Foreign Missions	Total to all Missions and Benevolences	Weekly Average per member to Local Church Expenses	Weekly Average per member to all Missions and Benevolences
	1904										
	1914										
	1904										
	1914										
	1904										
	1914										
	1904										
	1914										
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	1904										
	1914										

V. The Committee on Deputation, Registration and Literature.

While the attendance of the pastors and church officers should be especially sought, yet a most urgent invitation should be given to all men of the church and congregation to register and attend the sessions of the convention.

1. Devise ways and means for securing delegates to the convention from every congregation in the convention territory—especially the pastors, church officers and Missionary Committee members.

2. Make a list of all the congregations in the territory and secure a committee in each congregation to take charge of registration therein.

3. Enlist speakers who will co-operate in visiting the congregations in the convention area, to arouse interest in the convention and to secure delegates.

4. Each congregation that has not already done so should be led to appoint a Missionary Committee, in advance of the convention,

(a) To assist in securing delegates to the convention.

(b) To attend the convention for inspiration and to prepare for the follow-up work.

5. The committee should work not only through congregations, but also through the Bible Classes, Brotherhoods, Young Men's Christian Associations, and other organizations, to secure the largest representation possible at the convention. This should be done as far as may be by personal visitation rather than by correspondence.

6. A registration blank (see page 12), should be printed and filled out for each delegate and carefully filed. A list of the delegates from each communion should be sent to the correspondent mentioned on the third page of the cover of this pamphlet, or to their mission board, as each communion may decide.

7. A delegate's card should be given to each delegate upon payment of the registration fee. (See page 12).

8. To arrange the exhibit of literature which will be provided at each convention.

9. To attend to the distribution of any free literature.

10. To stimulate the sale of the pamphlets and books recommended at the convention in order that the results of the convention may thus be made more permanent.

The Committee should print the following registration blank on white cardboard 3x5 inches in size. The printing should be the long way of the card.

LAYMEN'S MISSIONARY MOVEMENT CONVENTION
(Name of City and Date of Convention)

Name .....

Street Address .....

City.....State.....

Church .....

Official position.....

Remarks..... .....

DELEGATE'S CARD

This card will admit

Mr.....

to all sessions of the
Missionary Convention
to be held in (name of city) .....

on (date).....191..

Registration fee $..., received, (date)..
191..

(Signed).....
Chairman Registration Committee

VI. The Committee on Arrangements.

1. To secure the place where the convention is to be held, and to make all other necessary local arrangements for the convenience and effectiveness of the convention.

The sessions of the convention should all be held at the same place if practicable so as to make possible an effective exhibit of literature and to avoid all confusion as to the place of each session.

2. To furnish pianist or organist, ushers, etc., at all sessions.

3. To arrange for the convention supper.

Experience has shown that this feature of the convention adds greatly to its effectiveness and power, and should be held, unless local conditions make it absolutely necessary to omit it. An inexpensive supper served by the ladies of the churches is most satisfactory. Where the convention opens on Sunday the supper should be held on the closing evening. It should be served as early as the men can be assembled—not later than six-thirty—and with the greatest possible promptness, so as to leave the evening free for the speaking part of the program.

It is very important that there be no noise of dishwashing to interfere with the after-supper speaking. Some other-

wise good meetings have been spoiled by such disturbances.

4. Provide entertainment for all pastors in the convention area outside of the convention city. It is suggested that each communion entertain its own ministers, and that the co-operation of denominational district missionary committees be sought in securing the attendance of ministers and providing for their entertainment.

VII. The Committee on Prayer.

The success of the convention in its spiritual results will depend largely upon the work of this committee.

The prayer spirit should be cultivated from the very beginning of the convention planning.

The mid-week meetings in the various churches should be utilized, with special topics relating to the convention and the missionary enterprise.

Group meetings for prayer in homes in different sections of the city should be arranged.

An appeal for prayer for the convention should be sent to individuals.

Stated meetings of the committee should be called for prayer.

Every committee meeting should include a season of prayer and the entire work should be planned and carried forward in that spirit.

CORRESPONDENCE

General correspondence concerning the campaign should be addressed to the Laymen's Missionary Movement, 1 Madison Ave., New York. Correspondence regarding denominational plans should be addressed to the following representatives of the respective communions.

American Friends:
C. E. TEBBETTS, Richmond, Ind.

Associate Reformed Presbyterian Church:
J. G. DALE, Chester, S. C.

Baptist Convention (Northern):
JOHN M. MOORE, 23 E. 26th St., N. Y.

Baptist Convention (Southern):
J. T. HENDERSON, Chattanooga, Tenn.

Christian Church:
M. T. MORRILL, C. P. A. Building, Dayton, Ohio.

Congregational Church:
R. L. BREED, 287 Fourth Ave., N. Y.

Disciples of Christ:
STEPHEN J. COREY, Box 884, Cincinnati, Ohio.

Evangelical Synod of North America:
W. P. KRAUSS, Baltimore & Eden Sts., Baltimore, Md.

Lutheran Church, General Council:
C. L. FRY, 805 Drexel Building, Philadelphia, Pa.

Lutheran Church, General Synod:
L. B. WOLF, 21 West Saratoga St., Baltimore, Md.

Lutheran Church, United Synod:
E. C. CRONK, Columbia, S. C.

Methodist Episcopal Church:
FRED B. FISHER, 150 Fifth Ave., N. Y.

Methodist Episcopal Church, South:
C. F. REID, 810 Broadway, Nashville, Tenn.

Methodist Protestant Church:
FRED. C. KLEIN, 316 N. Charles St., Baltimore, Md.

Presbyterian Church in the U.S.A.:
DAVID MCCONAUGHY, 156 Fifth Ave., N. Y.

Presbyterian Church in the United States:
CHARLES A. ROWLAND, Athens, Ga.

Protestant Episcopal Church in the U.S.A.:
JOHN W. WOOD, 281 Fourth Ave., N. Y.

Reformed Church in America:
H. A. KINPORTS, 25 E. 22d St., N. Y.

Reformed Church in the United States:
WM. E. LAMPE, 15th & Race Sts., Phila., Pa.

United Brethren in Christ:
J. S. KENDALL, 607 U. B. Building, Dayton, Ohio.

United Presbyterian Church of North America:
NEAL D. MCCLANAHAN, 200 N. 15th St., Phila., Pa.